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## Office Memorandum • United States Government

TO : Deputy Director of Training (General)

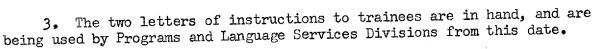
DATE: 29 January 1953

FROM : Chief, Programs Division

subject: Progress Report for the Week of 23 January - 29 January.

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- 1. The Division has reviewed about fourteen requests for part-time training in the Washington area, and has provided consultation to a number of other persons.
- 2. The Office of the DDI has stated verbally that it has five nominees to date, with the possibility of others, for the Field Training Program (Near East). No papers have yet arrived.



4. The newly-adapted routing form used in processing requests is of real value. The need to type copies of nearly all requests, however, embarrassingly slows down processing. This is not serious when requests arrive singly; but is serious when a batch of ten arrives. This unavoidable bottle-neck will be eliminated as offices begin using the ten-time packs.

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